



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

David A. Vaudt, CPA
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

July 14, 2008

Dear City Clerk:

Enclosed are two copies of the City Annual Financial Report for the year ended June 30, 2008. This report is required by Chapter 384.22 of the Code of Iowa and is to be filed with the Office of the Auditor of State by **December 1, 2008**. A pre-addressed return envelope is enclosed for your convenience in returning the report to this office. Please note, pursuant to Chapter 384.22 of the Code of Iowa, reports not filed timely will have 5 cents per capita of Chapter 425 (homestead tax credit) funds withheld until the report is filed with the Auditor of State. In addition, Chapter 384.16 of the Code of Iowa requires each city to file an annual financial report with the State Auditor's Office to be used in completion of the annual certified budget. Property taxes will not be levied for fiscal year 2010 if a city fails to comply with these requirements and **all state funds will be withheld** until the city complies.

The Department of Management will again be offering an Excel spreadsheet for the Annual Financial Report for the fiscal year ended June 30, 2008 on their web page. The Excel file should be available the last week in July. The file name is "AR2008.XLS." The DOM web address is www.dom.state.ia.us. The AR2008.XLS file is in the "DOWNLOADS" area. Instructions for completing the Annual Financial Report are on the first tab in the Excel file. Download instructions for the file will be on the website. If you have any questions or problems with the Excel spreadsheet, please contact Steve Ford, Department of Management at 515-281-3705 or Steve.Ford@iowa.gov if you prefer email.

Please return one completed and signed copy of the fiscal 2008 AFR to our Office on or before December 1, 2008. If your city has a population of more than 200, the first page must be published before the report is returned to our Office. If the city's population is 200 or less, the report is to be posted in at least three places. Please be sure to indicate on the first page whether the report was published or posted. Also, if you were required to publish the report, please be sure to include the proof of publication (affidavit or newspaper clipping including the publication date) when you return the report to us. Chapter 618 of the Code of Iowa provides guidance regarding publication and posting notices. Section 618.17 states "A publication required by law shall be printed in type no smaller than six point." There is no statutory requirement for the Council to approve the AFR or pass a resolution prior to publication and filing. However, when possible, this Office recommends Council review and approval of this official document.

Your cooperation in completing this report is certainly appreciated. If you have any questions regarding completion of the report, please contact the Financial Audit Division within this office at 515-281-5834.

Sincerely,

David A. Vaudt

Enclosures